

# Role description

## Deputy Director-General Corporate Services

<b>Status</b>	Executive contract fixed term	<b>Job ad reference</b>	EA645276
<b>Branch and Division</b>	Corporate Services Division Department of Health	<b>Contact details</b>	Sarah Buckler 0429 486 740
<b>Classification</b>	HES4	<b>Salary range</b>	\$323,399 - \$419,034 per annum total remuneration package
<b>Location</b>	Brisbane	<b>Closing date</b>	Sunday 20 July 2025

### Your opportunity

The Department of Health (the Department) has a diverse set of responsibilities, and a common purpose of providing highly effective health system leadership. The Department is responsible for the overall strategic leadership and direction of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

### About Corporate Services Division

Corporate Services Division (CSD) provides contemporary expert advice and specialist corporate services to the department and Hospital and Health Services, including human resources policy and advice; system-level finance products and transactional services; risk, assurance and information management expertise; strategic legal and administrative legal services; authoritative strategic and operational communications; and supports the largest and most complex workforce management, payroll, business, finance solutions in the Queensland public sector. CSD is also responsible for ensuring resilient procurement services.

### Our values

Our values are those of the Queensland public service



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

These five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.

### About the role

#### Purpose

The Deputy Director-General, Corporate Services, provides strategic leadership in the delivery of corporate and operational services, business enhancement and legal services within the Department and, in certain circumstances, to the broader Queensland public health system. The

position is responsible for leading a 'shared services' approach, supporting Hospital and Health Services in delivering patient care and enabling the Department's operational effectiveness through the provision of key information and corporate support.

Reporting to the Director-General and as a member of Queensland Health Executive Leadership Team, the role is responsible for leading the Department's budget, financial reporting, payroll, human resource services, knowledge management, legal services, business enhancement, procurement and government communications. This role also leads system-wide industrial relations activities, specific human resources and corporate service functions.

Leading the Division which has both internal responsibilities to the Department (such as legal services and procurement service) and broader system-wide responsibilities (such as corporate financial payroll systems and industrial relations activities for the health system). This position maintains key relationships with a wide-range of stakeholders including other Queensland Government agencies (such as Queensland Treasury), Hospital and Health Services, the private sector and across jurisdictions.

### **Your key responsibilities**

- Fulfil the responsibilities of this role in accordance with Queensland Public Service values outlined above.
- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Provide strategic leadership and foster collaborative approaches within the Division and across the State's health system to contribute to the achievement of the Department of Health's strategic priorities.
- Maintain oversight and strategically manage state-wide functions and programs of work, including but not limited to financial services, risk, governance, assurance, legal, procurement, payroll and human resources, effectively and efficiently in order to best deliver the strategic objectives of the Department of Health.
- Provide high quality support, advice, information and guidance to the Director-General, Minister and Senior Executives on key issues impacting the achievement of business and corporate services priorities and outcomes.
- Provide strategic financial leadership and direction across the Department of Health and the Queensland health system to drive the budgetary administration and performance of the Department.
- Lead the development, implementation and on-going monitoring of the financial management framework, corporate financial systems and budget administration of the State's health system to ensure best practice in financial management and governance.
- Lead and oversee human resources operations across the Department of Health and the Queensland health system to ensure business needs are met.
- Lead the development, implementation and on-going monitoring of the human resources framework, systems and industrial relations activities of the State's health system to continually develop and improve service delivery.
- Lead and direct the development, implementation and on-going monitoring of legal services frameworks for the Department of Health to ensure service requirements, legislative obligations and policy directions of the Queensland Government are met.
- Oversee the maintenance of appropriate financial and other delegations for the Department of Health to ensure expenditure and procurement is accurately controlled, recorded, reported and aligned with Department and Government strategic objectives.

- Work collaboratively with Hospital and Health Services in relation to matters involving corporate services functions including finance, legal, procurement, payroll and human resources.
- Lead and develop the direction and strategies for budget management for the Department of health, providing high level assessment and interaction with Queensland Treasury in the management of system-wide finance issues, to achieve and sustain the Department's financial viability.
- Ensure that systems are established and maintained to provide budget transparency and forecasting integrity.
- Provide leadership in relation to the development, monitoring and enforcement of the Occupational Health and Safety framework for the Department of Health.
- Provide strategic leadership, advice and direction relating to corporate services activities, including acting as the spokesperson on matters of public interest and representing Queensland on relevant national committees.
- Develop and maintain strong relationships and work collaboratively with Hospital and Health Services, government agencies and other key stakeholders to achieve successful implementation of corporate services activities within the Department and broader health portfolio.
- Actively engage as part of the Queensland Health Executive Leadership Team, contributing to strategic decisions that advance the interests of the health system and maintaining an in-depth understanding of all Executive portfolios, to facilitate the delivery of all portfolio objectives and to achieve the Department's strategic priorities.
- Ensure mechanisms are in place to monitor, analyse and evaluate the components of the Queensland health system's organisational culture so that cultural issues can be identified and addressed.
- Manage risks that are the responsibility of the Corporate Services division, including system-wide risks which require support from multiple stakeholders to mitigate or address.
- Ensure the operations of the Division are within budget, in accordance with Department of Health policy and whole-of-government requirements, and aligned to the values of the Queensland Public Service; provide leadership and direction to the team, foster and encourage a workplace environment that is outcomes focused and instil a culture of continuous improvement / learning through effective communication, training and flexible workforce management practices.
- Drive measurable outcomes to achieve health equity with First Nations people by implementing system level improvements to support the delivery of Queensland Health's First Nations Health Equity Strategies. In partnership with the Chief First Nations Health Officer, lead the First Nations health equity agenda and actively engage across the health system to share accountability to achieve health equity for and with First Nations peoples.

#### **Mandatory qualifications, registrations and other requirements**

- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
  - measles, mumps, rubella (MMR)
  - varicella (chicken pox)
  - pertussis (whooping cough)
  - hepatitis B

- tuberculosis
- It is a condition of employment for this role that the employee will work in a peer role in the Department annually in order to maintain a comprehensive understanding of the different initiatives and activities being undertaken and to facilitate and support other members of the Executive Leadership Team in the achievement of individual portfolio objectives as well as broader strategic priorities.

## Role fit

The essential requirements for this role are:

- Excellent knowledge of contemporary, best-practice corporate services functions, including financial management, human resource services, industrial relations, legal services, with particular emphasis on managing these functions within an operating environment characterised by the need to liaise with, engage and consult with a range of stakeholders in the achievement of outcomes.
- Demonstrated experience working within a complex system or organisation with devolved accountabilities and responsibilities that require a detailed understanding of system leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.
- Detailed understanding of all the elements of health service delivery (people, equipment, funding, technology) and the inter-relationships between those elements necessary to deliver quality health outcomes.
- Demonstrated extensive knowledge of corporate services activities within a government environment, particularly with regard to business enhancement and improvement initiatives, knowledge management, financial administration, whole-of-government business cycles, workforce issues such as human resource management and industrial relations.
- Demonstrated ability to operate as a collegial and collaborative member of a multi-disciplinary executive.

## Behavioural Competencies Required

We are all leaders in the Department of Health, regardless of role or classification level. The department is committed to leadership at all levels of our organisation, in this role you will be required to display the following leadership behaviours:

- Leads strategically: thinks critically and acts on the broader purpose of the system.
- Makes insightful decisions: makes considered, ethical and courageous decisions based on insight into the broader context.
- Demonstrates sound governance: maintains a high standard of practice through governance and risk management.
- Drives accountability and outcomes: demonstrates accountability for the execution and quality of results through professionalism, persistence and transparency.
- Operates in a collegial and supportive fashion: assists all other QH executives in delivering on their personal accountabilities.

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short-written response (maximum 2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years. It is preferable to include your current, immediate or past supervisor.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.

## Additional information

Discover more about working at the Department [here](#). Of note:

- The information you provide as an applicant is used in adherence with the *Information Privacy Act 2009*
- All roles within the Department are subject to employment screening.
- The nominated applicant will be required to disclose any serious disciplinary action taken against them in the Queensland public sector.
- To be appointed permanently, you must be an Australian citizen, have permanent residency status or have a visa permitting you to work permanently in Australia. For temporary appointments, you must have a visa permitting you to work for the length of the temporary appointment.
- The Department aims to maintain a safe, healthy and secure work environment for all employees, clients, visitors and contractors. Achieving this aim is the responsibility of all.
- Applicants may be required to disclose any pre-existing injury or medical condition of which they suspect would be aggravated by performing the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1>)
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#). We encourage everyone to apply for our advertised roles, irrespective of gender, ethnicity, age, language, sexual orientation, and disability or family responsibilities. We recognise the value of diverse backgrounds, experiences and perspectives.
- The Department values and respects the diversity of its workforce and believes that all its employees should be treated fairly and with dignity and respect. All employees of the Department must show respect for each other, visitors, the general public and contractors by treating them fairly and objectively, ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying. The Department of Health is an equal opportunity employer.

To demonstrate support for a safe, secure and supportive workplace, the Department is a White Ribbon Australia accredited workplace. For more information visit [here](#).

- The Department acknowledges the challenge for its staff in balancing work, family and community life successfully. To help them achieve this, we encourage conversations between managers and staff about implementing [flexible working arrangements](#) to

manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements, there is an opportunity to match the individual's requirements with those of the workplace to achieve agreed work goals and objectives.

